

**UNITED STATES BANKRUPTCY COURT
NORTHERN DISTRICT OF TEXAS
OFFICE OF THE CLERK**



PUBLIC NOTICE

DATE: February 3, 2003

SUBJECT: Revised Paper Document Specifications

In preparation for conversion to CM/ECF the Court will require that all pleadings filed in paper format after February 17, 2003, meet the following specifications:

Note: The Court will accept documents prepared with standard bankruptcy petition software. In addition, the Court will accept all Official Bankruptcy Forms as promulgated by the Administrative Offices of the United States Courts.

1. Margins (top, bottom, left, right) should be at least one (1) inch.
2. Paper should be white, size 8 ½" x 11", standard paper stock, single-sided pages only.
3. Use a font that is legible. The preferred font style is Times New Roman.
4. The color of the text should be black. **DO NOT** use colored text, shading or highlighting.
5. Font size should be no smaller than 10 and no larger than 12.
6. All pages should be numbered. The preferred page numbering format is 1 of 10, 2 of 10, 3 of 10, etc.
7. **DO NOT USE BAR CODES** on any pages.
8. **DO NOT STAPLE** the documents. Documents may be bound with a paper clip, rubber band, or binder clip.
9. **DO NOT HOLE PUNCH** the documents.
10. Submit originals plus 2 copies if you wish to receive a returned file stamped copy.
11. Exhibits and attachments should be submitted in summary format. The clerk's office will scan the first 5 pages of exhibits or attachments to filings submitted on paper. The complete exhibit or attachment must be made available to opposing counsel and the court on request and be available in the courtroom at any hearing pertaining to the matter.

For additional information visit our web site www.txnb.uscourts.gov or email editor@txnb.uscourts.gov .